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## **NOTICE OF EMPLOYMENT OPPORTUNITY**

**Department:** Morgan County Sheriff's Office

**Position:** Deputy Sheriff I (Lateral or New Hire)

**Positions available:** Multiple

**Salary:** Depending on Experience - (Full-Benefits package)

**Type of Position:** Full-Time - varying days and hours of work

**Closing Date:** Open until filled

**Administration:** Sheriff Blaine Breshears and Chief Deputy Jim Wagner

**Contact:**

(801) 829-0590

Morgan County Sheriff's Office

48 W Young Street, room #16

Morgan, UT 84050

**Apply at:** <https://morgancounty.applicantpro.com/jobs/>

**\*\*Preference will be given to P.O.S.T Certified applicants.**

### **Mission Statement:**

We at the Morgan County Sheriff's Office are proud of our heritage. We acknowledge that our reputation as an outstanding law enforcement agency has been accomplished through the hard work and dedication of our employees.

The mission of the Morgan County Sheriff's Office is: to provide professional law enforcement services that will enhance the quality of life for all citizens who live in or visit Morgan County.

### **GENERAL JOB DESCRIPTION:**

Performs "entry level" law enforcement duties intended to secure a safe environment for the county citizens and to protect legal rights as established by federal, state, and local laws. Understanding, that the deputy's life and personal safety is placed at risk as a law enforcement officer for the Morgan County Sheriff's Office.

### **ESSENTIAL RESPONSIBILITIES AND DUTIES:**

1. Patrols assigned roadways to observe traffic for violations of traffic laws and ordinances. Assist stranded motorists. Check for suspicious vehicles.
2. Works on rotating shifts performing crime prevention, community policing, security patrols, traffic control; investigates and administers first aid at accidents; detects, investigates, and arrests persons involved in crimes or misconduct.

3. Works an assigned shift using own judgement in deciding course of action being expected to handle difficult and emergency situations without assistance.
4. Carries out duties in conformance with federal, state, county and city laws and ordinances.
5. Oversees investigations related to auto, aircraft, and industrial accidents; conducts searches for lost, missing, or drowned persons; assists in death investigations; delivers death and other emergency messages; performs investigation of offenders and perform other duties in the course of elimination in criminal activities and enforcing laws.
6. Interrogates suspects, witnesses, and drivers; preserves evidence; arrests violators; investigates and renders assistance at the scene of vehicular accidents; summons ambulances and other law enforcement vehicles; takes measurements and draws diagrams of scenes; conducts follow-up investigations of crimes committed during assigned shifts; seeks out and questions victims, witnesses, and suspects; develops leads and tips; searches scenes of crimes for clues; analyzes and evaluates evidence and arrests offenders; prepares cases for giving testimony and testifies in court proceedings.
7. Respond to a variety of citizen complaints such as; robberies, break-ins, domestic disputes, assaults, and property crimes. Enforces criminal laws and performs physical arrests.
8. Performs a variety of full performance security and courtroom processing tasks specific to maintaining courtroom order and insuring that courtroom processes are adhered to; serves as security officer for the protection of state and county personnel and facilities. Functions in arraignments held in justice and district court; acts as official custodian of courtroom. Serves as security officer by carrying out specific plans and programs to insure safety of court personnel and protection of facilities; follows specific instructions from appropriate supervisors. Assists witnesses, litigants, and public by answering questions about court procedures, but does not give legal advice or discuss merits of case on trial.
9. Prepares various reports, records, logs, time sheets, and other necessary records to ensure compliance with statutory provisions and policy and procedure requirements.
10. Transports prisoners and mental subjects/patients to and from courts, prison, jail and mental hospitals; may serve as Courtroom Bailiff.
11. Coordinates activities with other officers or other county departments as needed, exchanges information with officers in other law enforcement agencies, obtains advice from the county/city attorney and court administrators regarding cases, policies and procedures, as needed and assigned.
12. May act as a case manager for high risk youth, in and out of the school system, performs as a liaison between various community groups and agencies serving the youth population, meet with youth and parents in order to provide problem solving support and facilitation of community services.
13. May meet and coordinates with school officials and community group leaders to discuss and promote citizenship programs, substance awareness and prevention programs, gang and behavioral issues; coordinate security related issues on school campuses; assists as necessary at school sponsored extracurricular activities.
14. Responds to questions, complaints, and requests for assistance from the public.
15. Provides a high visual profile to county citizens and maintains security for public and private property.

## **MINIMUM QUALIFICATIONS**

### **EDUCATION, EXPERIENCE AND CERTIFICATIONS:**

- High school diploma or equivalent
- Successful completion of Law Enforcement Officer certification requirements as established by P.O.S.T. (The Utah State Peace Officer Standards and Training Certification Agency). Must be peace officer certified/certifiable at time of hire.

## **NECESSARY KNOWLEDGE, SKILLS AND ABILITIES:**

1. Skill in the use of firearms and police equipment; reading, writing, and basic math; word processing, data entry, and basic programs; analytical problem solving; document composition and maintaining files, records, and reports. Working knowledge of personal computer operations and various software applications.
2. Ability to maintain cooperative working relationships with those contacted in the course of work activities; defuse or control hostile situations; make rapid and sound decisions and solve problems under pressure; communicate effectively verbally and in writing; coordinate multiple tasks efficiently.
3. Basic knowledge of geography of Morgan County.
4. Basic knowledge of investigation techniques; modern law enforcement principles, techniques, procedures and equipment related to crime scene investigation, control and preservation of evidence; audio intelligence devices; photographic equipment operation and methods, serology equipment operation and methods; radio communications equipment; applicable federal, state and county laws and ordinances; applicable department rules, regulations and standard operational procedures; policy terminology and practices.
5. Ability to deal effectively and courteously with fellow officers and the public. Ability to act with tact and impartiality.
6. Ability to perform work requiring good physical condition.
7. Ability to self-assess and report any diminishing physical and/or psychological capacities affecting job performance.
8. Ability to make a decision or solve a problem by using logic to identify key facts, explore alternatives, and propose quality solutions.
9. Read, interpret and apply laws, rules, regulations, policies and/or procedures; abide by laws governing access to public and private records (Government Records Access and Management Act).
10. Knowledge of first aid principles.
11. Ability to take initiative in addressing problems in day to day operations.
12. Ability to maintain confidentiality of sensitive records and information.
13. Ability to promote a positive attitude, and motivate peers to work as a team.

## **SPECIAL QUALIFICATIONS:**

- Must be at least 21 years of age
- Must possess a valid Utah State Driver's License
- Must be P.O.S.T. certified
- Must be willing to work on-call 24 hours
- Must be adaptable to changing work hours due to shifts being rotated
- No record of criminal activity or drug use
- Must maintain 40 hours of annual training

## **PHYSICAL DEMANDS/WORK ENVIRONMENT:**

The physical demands of this position and work environment characteristics described are representative of those that must be met or will be encountered by an employee while successfully performing the essential functions of this job.

While performing the duties of this job, the employee is frequently required to sit, talk and hear. The employee is regularly required to stand, walk, or run; drives a motor vehicle; use hands and fingers to feel, handle, or operate objects and controls; reach with hands and arms; climb and balance; stoop, kneel, crouch and crawl; and smell. The employee lifts or otherwise moves objects weighing up to 50 pounds or more; works for sustained periods of time maintaining concentrated attention to detail; uses a full spectrum of visual capabilities including distinguishing between shades of color; communicate via radios.

This position includes the possibility of physical attack or injury. It includes exposure to fast moving vehicles and motor vehicle accidents.

The employee occasionally restrains individuals weighing up to 200 pounds or more; uses equipment requiring a high degree of dexterity; walks, stands, crouches, or runs on narrow, slippery, or erratically moving surfaces.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

Work is typically performed in the field and is performed for sustained periods outdoors and regularly in hot, cold, or inclement weather. Work regularly exposes the incumbent to potentially hostile situations and to individuals that are angry, agitated or otherwise upset. The employee occasionally works near moving parts; in high, precarious places; and with explosives. Work occasionally exposes the incumbent to unknown and dangerous situations and may expose incumbent to contagious or infectious diseases or hazardous chemicals. Work occasionally requires the use of protective devices such as personal body armor, firearms, masks, goggles, and/or gloves.

Incumbents typically work a variety of shifts on a rotational schedule including nights, weekends, and holidays. The noise level in this work is usually moderate.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of the specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description is subject to change by the County as the needs of the County and requirements of the job change. Duties, responsibilities and activities may change at any time with or without notice.

**MORGAN COUNTY IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER**